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NOW THAT YOU'VE LEFT SCHOOL...

information for early school-leavers and people interested in them

WHAT'S IN IT FOR ME?

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Now that you've left school, you may be realizing that things aren't as easy or exciting as you thought they'd be. Maybe you don't like school, and nobody can convince you to go back. But if you're thinking about your future and wishing things looked a little brighter, this booklet may give you valuable information about jobs or extra training.

A good impression on the man behind the desk is what counts when you have an interview with a personnel manager or at an employment service. You will probably be one of many people trying for the same job.

There are no strict rules. Common sense tells you that the interviewer is going to be more impressed with the boy or girl in clean, pressed clothing than with the boy in the wrinkled blue jeans, hair in his eyes and hands in his pockets, or the girl with slept-in hairdo and a run in her nylons.

Be honest but don't brag. Be polite but act naturally. Let him know you're sincerely interested in trying.

WHY DOES THE DOORBELL HAVE TO RING JUST WHEN I'M IN THE SHOWER?.. I'LL NEVER BE READY FOR MY JOB INTERVIEW AT THIS RATE!

JOBS

Where do you apply for a job?

Canada Manpower Centre,
120 Queens Ave.,
London. Tel. 433-1251

Many companies ask the Centre to send applicants to them.

Watch the ads in the newspapers. Many firms do their own recruiting so you'll have to apply to personnel managers at the plants or stores to see if they need you. Your friends may be able to tell you about new opportunities.

Boys around London are likely to get jobs in factories (biscuits, cereals, shoes or electrical goods), or in stores, restaurants, hotels. In the yellow pages of the telephone book you may find some businesses you haven't considered before.

Many of the girls find jobs as clerks in stores or offices. They should also try the factories and restaurants, and maybe the banks for clerical or secretarial jobs.

The Civil Service of Canada has many positions for people with a grade 10 education. There may be opportunities in other parts of Canada as well as Ottawa. After some experience you may even be sent to other countries. There are positions as clerks, typists, office equipment operators, jobs in the Mint, where money is made, in the Post Office, or as a Customs Officer at a border crossing.

THERE MUST BE SOMETHING MORE
TO LIFE THAN JUST LYING
AROUND ALL DAY PLAYING
RECORDS.....

Everyone applying for a civil service job must write a test which is only on general knowledge and you do not have to study for it. For more information, contact:

Civil Service Commission,
388 Dundas Street,
London. Tel. 432-2141

PART-TIME EDUCATION

If you want to get a job but still would like to improve your education in your spare time, there are at least two opportunities.

1. Night School classes are held one or two nights per week. Regular high school subjects, commercial subjects (typing, shorthand) and technical (shop) training are offered. A booklet called CONTINUING EDUCATION PROGRAMS lists all the opportunities and you can get it from:

The London Board of Education,
Department of Continuing Education,
380 Maitland St.,
London. Tel. 432-2641

2. Correspondence courses allow you to study at home on your own time. If you are interested in regular high-school courses, write:

The Administrator,
Correspondence Courses Division,
Department of Education,
559 Jarvis St.,
Toronto.

There are also many technical and vocational courses offered by correspondence from other provinces. For information write:

Training Information Service,
Technical and Vocational Training Branch,
Department of Labour,
Ottawa.

FURTHER TRAINING

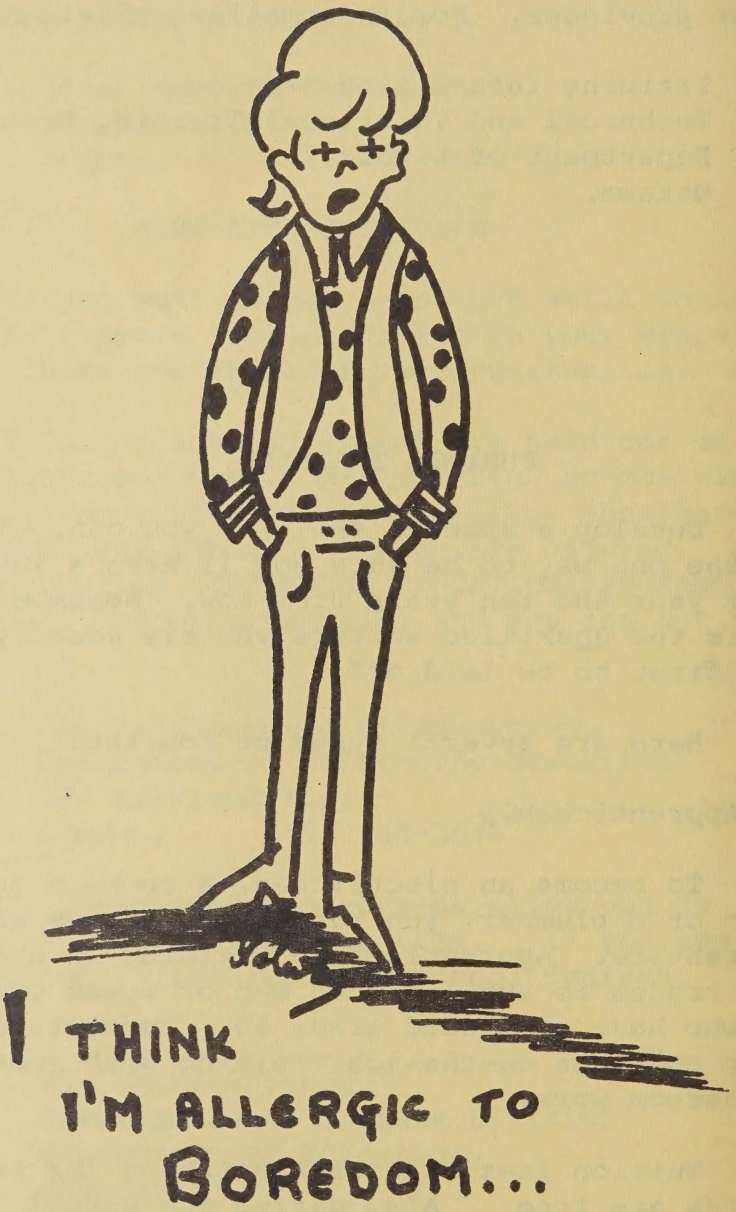
Develop a special skill if you can. It is the one way to be sure you'll have a job next year and ten years from now. Remember it is the unskilled workers who are usually the first to be laid off.

Here are several types of courses:

1. Apprenticeship

To become an electrician, a cook, a mechanic or a plumber, you must start out as an apprentice. Apprenticeship training in over 120 trades is available to men or women over 16 who have completed grade 10. Apprenticeship combines on-the-job training with some classroom work.

Tuition fees and transportation for the course are free. Also during the school period there is a weekly allowance ranging


I THINK
I'M ALLERGIC TO
BOREDOM...

from $35 to $90. During on-the-job periods, the apprentice receives a percentage of the normal wages for the trade.

Other examples of trades are: printer, hairdresser, bricklayer. Some can take more trainees than others, and some require more or less than grade 10 education. For further information, or to apply for apprenticeship training, contact:

The Industrial Training Branch,
Department of Labour,
362 Dundas St.,
London. Tel. 438-8361

2. Short-term skill training

To become a sewing-machine operator or a food processor, for example, not as much training or time is required as for apprenticeship trades. The Ontario Department of Labour helps employers train skilled or semi-skilled workers on the job. The projects may be from two weeks to two years in length and there may be home study courses or some classroom instruction in addition to the on-the-job training. The trainees receive an increasing part of the normal wages.

Under "Program 4" the employed person is trained by his own company. Under the Manpower program an unemployed person is sent to an employer from the Canada Manpower Centre (which is part of the new Department of Manpower and Immigration and has replaced the National Employment Service.) To find out about all the

I'VE ALWAYS WANTED TO BE A DRUMMER: BUT TO BE A GOOD ONE MEANS GOING BACK TO SCHOOL. YECH.

opportunities, talk to the people at the Industrial Training Branch listed above, or see:

The Canada Manpower Centre,
120 Queens Ave.,
London. Tel. 433-1251

3. Manpower Retraining Program

For anyone who has been out of school for at least a year, is currently unemployed, and shows signs of benefitting from further training, the Manpower Retraining Program is offered in London.

The program offers basic training (regular school subjects in grades 7 and 8, English, Science and Mathematics for grades 9 to 12), commercial subjects (typing, shorthand, accounting) or technical courses such as electronics, drafting, machine shop. The courses may be from 1 to 10 months long and during that time the student receives an allowance of seven dollars per day.

This basic training may be the first step in making you eligible for a job or for another course that requires a higher grade in school than you reached. To see if you are eligible for the Manpower Retraining Program, apply to the Canada Manpower Centre.

4. Armed Forces

The Canadian Armed Forces offer excellent opportunities to learn a trade while earning money.

a. If you are between 17 and 29, and have at least grade 8, you may join the Forces as a soldier, sailor or airman. You will learn a trade or speciality and receive additional pay as you advance. There are many opportunities in mechanical, technical, communication, and special trades.

b. The Musician Training Plan offers young men between 17 and 24, with at least grade 8, good opportunities for careers in music.

c. Girls between 18 and 29, with at least grade 10, may apply for the RCN (navy) or RCAF (air force). You can train to be a Radar Plotter, Radio Operator, Teletype Operator, Operating Room Assistant, Recreational Instructor, X-ray Technician, Nursing Assistant, and others.

For further information, contact:

Canadian Forces Recruiting Centre,
120 Queens Ave., (third floor),
London. Tel. 433-5124

5. Miscellaneous Courses

There are many more courses and schools than we can list here.

Newspapers sometimes carry advertisements for courses. The yellow pages of the telephone book list several under "Schools". The counsellors listed at the end of this booklet may be able to help.

MAYBE SCHOOL FOR DRUMMERS WOULD BE DIFFERENT AND I COULD GET A JOB WITH A GOOD BAND LATER...

a. agricultural courses - Guelph
Kemptville

A number of courses are open for boys with grade 10 or 11 who have some practical farming experience. See the:

Ontario Agricultural Representative,
367 Ridout St.,
London. Tel. 434 - 7343

b. nursing assistant I

Girls at least 18 with grade 10 are eligible for a five-month training course to become nursing assistants in Ontario Hospitals. The course is free. For further information, contact:

The Ontario Hospital,
Dundas St.,
London. Tel. 455 - 5110

c. nursing assistant II

Nursing assistants in London are trained at the Registered Nursing Assistant Centre under the Ontario Department of Health. Applicants must be at least 17 and have completed grade 10. Contact:

Children's Psychiatric Research
Institute,
Sanitorium Road,
London. Tel. 471-2540

d. nursing assistant III

You may also obtain a high school diploma and become a nursing assistant at the same time in a two year course after grade 10 at H. B. Beal Secondary School. This is open to boys and girls. See any guidance teacher or principal to find out about it.

e. other schools

For business colleges, hairdressing schools, radio schools, and others, look in the yellow pages of the telephone book and phone the appropriate school if you are interested and want more information. Be sure the tuition fee quoted represents the total cost.

f. Ontario Vocational Centre

The Ontario Vocational Centre offers excellent trades and shop training, and occasionally has spaces open for people with grade 10 or better. One year courses are offered in electricity, domestic electronics, machine shop, and welding and fabricating. To see if you qualify, contact:

The Ontario Vocational Centre,
1460 Oxford St.,
London. Tel. 451-7270

Do not forget the possibility of going back to regular school. The Board of Education says it welcomes back anyone who is sincerely interested.

You can't expect instant results from your applications. Some courses can only accept a limited number, and your name may go on a waiting list. Some may require a higher grade level than you reached. But don't give up if one or two places turn you down. Try something else, or try again in a few weeks or months. Take night school, or some basic training or get job experience while you're waiting.

Right now you may wonder if it's worth while, but in five years, ten years, and twenty-five years, you will be glad that you spent an extra year or two for good job training.

SOMEONE TO TALK TO

Sometimes your friends can't give you all the answers. There are people around whose job it is to help you, and there are many others willing to spend their own free time doing it. You can talk to them confidentially about education, jobs, personal problems. If they can't help you, they may know someone else who can.

Here are some examples:

1. London has a youth worker who has had much experience with teenagers and young adults. Contact the Youth Worker at:

The Family Service Bureau,
226 Central Ave.,
London. Tel. 434-6843

EVERYBODY NEEDS SOMEBODY SOMETIME...

2. The Canada Manpower Centre has several people trained in job and educational counselling in addition to the regular job-finding services. See:

The Canada Manpower Centre,
120 Queens Ave.,
London. Tel. 433-1251

3. Even if you are out of school, guidance counsellors are willing to talk about things for a while. Some of the offices are open at night. Phone any school and ask about it.

4. If you are specifically interested in night school or correspondence courses, talk to the Director at:

The Department of Continuing Education,
London Board of Education,
380 Maitland St.,
London. Tel. 432-2641

5. Counselling is available for boys and girls interested in trades and skills at:

The Field Services Division,
Industrial Training Branch,
Department of Labour,
362 Dundas St.,
London. Tel. 438-8361

6. Excellent opportunities are available at the Indian Affairs Branch if help is needed either with courses or in finding a job. Contact the Vocational Counsellor, the Guidance Counsellor, or the District Employment Specialist and Relocation Officer at:

Indian Affairs Branch,
Dominion House (4th floor),
201 King St.,
London. Tel. 433-8421

7. Many mature adults, young or old, including university students, teachers, ministers, and others, will gladly spend some time discussing your plans. Don't be afraid to ask.

8. A place to stay and someone to talk to are available to members of the YMCA. The membership fee is small. You can walk in and look around any time at:

Y.M.C.A.,
433 Wellington St.,
London. Tel. 432-3706

9. Any time you are more than slightly sick, it is wise to do something about it before you harm yourself or other people around you. If you do not have a doctor, you can make an appointment at the Public Clinic at either:

Victoria Hospital,
391 South St.,
London. Tel. 432-5261

or St. Joseph's Hospital,
Grosvenor St. at Richmond,
London. Tel. 439-3271

10. Information, jobs, and counselling for mentally or physically handicapped people is available through Program 6, Ontario Department of Welfare, Rehabilitation Services. There is a temporary office at 122 Carling Street, London.

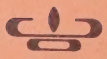
11. Now is the time you may want to start planning in case of unpredictable accidents in the future. Ontario Hospital Insurance (information at any bank) and life insurance may cost a small amount of money now but may mean a lot to you later on.

Any time you are considering borrowing money from a bank or finance company, find out first exactly how much you will end up paying. Most of the counsellors listed above can help you with this and with insurance.

The opportunities and services listed in this booklet have been set up for the people of London and for you. Take advantage of them.

When you walk into an office and say "Can you help me with...." or "I'd like to know something about....", you may find out about an opportunity that offers more of what you want from life than what you're getting now.

It may take a lot of questions, and time, and work, but there's nothing to lose and much to be gained.



Youth Branch,
Ontario Department of Education.
June 1967

THE END